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Political Cartoons of Truman Era Exhibited

The Library of Congress will mark the centennial of the birth of Harry S Truman with an exhibit of 50 original political cartoons from the Truman era by artists such as Edwin Marcus, Bill Mauldin, John Chase, and Walt Kelly. The exhibit, which opened on May 7, is located on the first floor (green core) of the Madison Building.

When Harry S Truman took the Presidential oath on April 12, 1945, America was faced with awesome news questions. The drawings displayed in this exhibit convey in an immediate way the major issues of the day. Topics include the creation of the atomic bomb, the Marshall Plan, Soviet expansionism, Middle East relations, the fall of Nationalist China, Truman's domestic programs, and the Presidential election of 1952.

"The Truman Era—Issues and Images" will remain on display through October 15. Exhibit hours are 8:30 a.m. to 9:30 p.m. Monday through Friday and 8:30 a.m. to 6 p.m. weekends and holidays.

Results of National Reading Survey Announced

At a public program sponsored by the Library's Center for the Book on April 11, the Book Industry Study Group presented a summary of the results of its new national survey of reading habits. A representative sample of the population was interviewed for the survey, which updates a similar survey made in 1978.

Significant findings included that pleasure is the most important reason for reading books and that the percentage of adult book readers has remained constant—56 percent today compared to 55 percent in 1978. A "book reader" has read one or more books in the previous six months. The survey also revealed that the propor-

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Panelists discussing the new reading survey at the Library of Congress on April 11 were (left to right) Carol Gold of John Wiley & Sons, cochair of the BISG survey; author and poet Erica Jong; Ann Lewin, executive director of the Capital Children's Museum; and John Taylor of Market Facts, Inc., which conducted the survey for the Book Industry Study Group. On the right is Martin Levin, consultant to the Times Mirror Co., cochair of the BISG survey and a member of the executive committee of the Center for the Book.

tion of "heavy book readers" (someone who has read 26 or more books in the previous six months) has increased from 18 percent to 35 percent of all readers. Book reading in the under-21 age group has declined from 75 percent to 63 percent. Book reading also declines as people grow older—only 39 percent of those surveyed over age 60 read books, compared to 56 percent of the population as a whole.

The complete study is scheduled for publication by the Book Industry Study Group, a nonprofit association, this summer. Information about its availability may be obtained from the Book Industry Study Group, Inc., 160 Fifth Ave., New York, N.Y. 10010, tel. (212) 929-1393.

The *Library of Congress Information Bulletin* is issued weekly by the Library of Congress and distributed free of charge to publicly supported libraries and research institutions, academic libraries, learned societies, and allied organizations in the United States.

Comparable institutions and organizations in other countries may arrange to receive the *Bulletin* on the exchange basis by applying in writing to the Library's Exchange and Gift Division. All other correspondence should be addressed to the LC *Information Bulletin*, Information Office, Library of Congress, Washington, D.C. 20540.

Library Issues *The Book Enchained*

Harrison E. Salisbury's *The Book Enchained,* an attack on censorship in the Soviet Union and other totalitarian states, has been published by the Library as No. 10 in the Center for the Book's Viewpoint Series. Writer and historian Harrison Salisbury, for many years an editor and foreign correspondent for the *New York Times,* focuses on how "the iron fist of the censor" has been used "in Russia's constant effort to protect herself against the dangers of the book and pen." Presented as a lecture at the Library last September, the talk was sponsored by the Center for the Book and the Authors League of America and was dedicated to the memory of Luise Marie Sillcox, the league's first executive secretary.

Publication of *The Book Enchained* was made possible by a generous gift from Mrs. Charles W. Engelhard to the Center for the Book. Single copies of this nine-page publication are available on request from the Library of Congress, Central Services Division, Washington, D.C. 20540.

The Library's Center for the Book was established by law in 1977 to stimulate public interest in books, reading, and the written word. Its projects, symposia, and publications are made possible by tax-deductible contributions from corporations and individuals.

Catalogers and Computers Create Milestone Interlibrary Record

Another milestone in computer-age, interlibrary cooperation was reached on February 21 when the first Library of Congress in-process cataloging record was transformed online to a fully cataloged record by Harvard University Library. This upgrading of a brief record for a low-priority book in the Library's arrearage to full cataloging began with a reader's request at Harvard and ended with the creation of a new bibliographic record for distribution on Library of Congress MARC tapes to the library community at large.

The result of careful planning by both the Name Authority Co-op (NACO) Project of the Library's Descriptive Cataloging Division and by Harvard, this joint activity promises substantial savings in processing costs and time for both institutions. Harvard University begins its cataloging with an online record that has already been searched and partially completed by the Library's preliminary cataloging sections. The Library of Congress then forwards the book from its arrearage to the Shelflisting Section of the Subject Cataloging Division, bypassing descriptive and subject catalogers. Only technical adjustment of the book number part of the call number to fit the record into

the Library of Congress shelflist and the removal of the "Not in LC Collection" indicator from the record are necessary to complete the cataloging process.

The first book to have received this mutual attention is a novel by Marguerite Duras, *L'été 80,* published in Paris in 1980 by Editions de Minuit. The Library had purchased the work in 1981 and assigned it a low processing priority at that time. To date, more than 75 books have been processed in this way.

The Library of Congress is now also able to streamline its own processing procedures by using original cataloging records input by Harvard to the Library's data base over the past several months. If, in searching the data base, the Library's preliminary cataloging staff finds a Harvard record to match a new acquisition, the book is forwarded directly to the Shelflisting Section for call number adjustment and removal of "Not in LC Collection." The book then proceeds through normal processing channels.

This kind of cooperation can be compared to the CONSER Project, where benefit is derived by all participants—the Library of Congress as well as all OCLC users and MARC tape subscribers. In CONSER, when the Library of Congress finds an existing OCLC record for a newly received serial title, Library of Congress local information is added by the Serial Record Division staff, an activity that accounts for 40 percent of new serial cataloging at the Library of Congress each year.

Library of Congress Publications

New Publication

Kemal Ataturk: A Centennial Bibliography (1881-1981). ISBN 0-8444-0441-1. Washington, D.C., 1984. (vii, 211 p.) This work, an enlarged and revised version of an earlier bibliography, was compiled by Abraham Bodurgil of the Near East Section, African and Middle Eastern Division. For sale for $11 from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Stock No. 030-001-00104-1) or in person only from the Sales and Information Counter on the ground floor, Jefferson Building.

Ongoing Publications

Accessions List: Middle East. ISSN 0041-7769. Vol. 22, No. 1. January/February 1984. Continuing subscriptions free to libraries upon request to the Field Director-LOC, American Consulate General, Abdullah Haroon Road, Karachi, Pakistan.

LC Science Tracer Bullet: Mental Retardation. ISSN 0090-5232. (TB 83-6) September 1983. Compiled by Leroy D. Davis, this guide lists basic reference sources available in the collections of the Library of Congress on many aspects of mental retardation, including its medical and social aspects as well as its history and management.Copies may be obtained free upon request from the Library of Congress, Science and Technology Division, Science Reference Section, Washington, D.C. 20540. Copies have also been provided to the Superintendent of Documents for distribution to depository libraries.

LC Science Tracer Bullet: Quarks. ISSN 0090-5232. (TB 83-7) September 1983. Compiled by Vivian O. Sammons, this guide offers basic references to sources in the Library's collections that give an introduction to the history, theory, and current thinking on the subatomic particles called quards. Copies may be obtained free upon request from the Library of Congress Science and Technology Division. They have also been provided to the Superintendent of Documents for distribution to depository libraries.

LC Science Tracer Bullet: Women in the Sciences. ISSN 0090-5232. (TB 83-8) December 1983. Compiled by Constance Carter, this guide updates and supercedes an earlier *Tracer Bullet* (76-2) and lists basic reference sources available in the Library's collections on the history and contributions of women in the fields of science and engineering. Copies may be obtained free upon request from the Library of Congress Science and Technology Division. They have also been provided to the Superintendent of Documents for distribution to depository libraries.

National Union Catalog: Books. (Microfiche ed.) ISSN 0734-7650. January-December 1983. Published on diazo negative microfiche at a reduction ratio of 48X. The last issue of the 1983 subscription year contains a full record register and four separate cumulative indexes: name, title, subject, and series. The indexes to the 1984 edition will provide access only to those registers issued in 1984. Consequently, subscribers must retain the December 1983 indexes for access to those registers. The retrospective *National Union Catalog: Books,* which includes the 1983 registers and the December indexes only, sells for $100 (domestic) and $102.50 (foreign). The 1984 subscription, which includes the 1984 registers and 12 monthly sets of indexes, sells for $350 (domestic) and $375 (foreign). For sale by the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

New Developments in Equal Employment Opportunity

On September 30, 1983, the Library completed the first year of its Affirmative Action Plan for fiscal years 1983–85, making significant progress in many new and continued programs. (For additional information on the Library's Affirmative Action Program, see "Affirmative Action at the Library of Congress: A Historical Overview, 1973–1982," in the November 19, 1982, issue of the LC *Information Bulletin,* pp. 383–88.) New developments in the area of complaints resolution also point to eventual, equally impressive advancement in this part of the Library's equal employment opportunity efforts. A summary of overall developments follows.

Affirmative Action Office

Graduate Cooperative Education Program

Under this program, the Library provides temporary employment opportunities for graduate students with the expectation that they will seek permanent employment upon receiving their advanced degrees. During the summer of 1983, a total of 24 graduate students participated in the program. The selected participants were from Atlanta University, Catholic University, Emory University, Harvard University, Howard University, Morgan State University, the University of Maryland, and the University of Pittsburgh. Their experience at the Library included orientation seminars on the organization and missions of the departments and several career development seminars on competing for positions at the Library. Participants who had already completed their master's degree or completed the degree during their summer months became eligible for temporary appointments for an additional year, with the expectation that they would compete for permanent positions during that time. As a result of this approved recruitment and training program, five of the participants remained on the Library staff at the end of the summer experience (four under one-year temporary appointments and one who was competitively selected for a supervisory librarian position).

Participants in the 1983 Graduate Cooperative Education Program sponsored by the Affirmative Action Office included (front row, left to right) Donna Wells, University of Maryland; Lynne Clark, Howard University; Cassandra Ricks, University of Maryland; Beverly Headen, University of Pittsburgh; Linda Sweet, Emory University; Janice Fletcher, Catholic University; Jennifer Jensen, Howard University; Signora James, Affirmative Action Office; (middle row, left to right) Judith Boston, Howard University; Debbie Burney, Howard University; Sheila Maith, Harvard University; Christine Rose, University of Maryland; Valerie Mitchell, Howard University; Lauren Larsen, Morgan State University; Gary Shorter, University of Maryland; A-Kareem Abdullah, Howard University; and (top row, left to right) Eugene Walton, coordinator of the Affirmative Action Office; Arthur Edmonds, Howard University, Kathleen Tranks, Howard University; Sam Merrill, University of Maryland; Albert Smith, Jr., Atlanta University; Sandra Cooke, Howard University; Ronald Hantz, University of Maryland, Baltimore County; and Danny Harris, Howard University.

May 7, 1984

STAFF NEWS

May is Savings Bonds Month

At the February 29 Government-wide rally to launch the 1984 Savings Bonds Campaign, Jackie Wintle (above right), vice chair of the Library's drive, met Shelley Long, honorary chair of the campaign and star of NBC-Television's "Cheers." In her remarks to the Federal representatives, Ms. Long energetically challenged the "room full of winners" to seek positive results.

Samuel R. Pierce, Jr., the Federal Interagency Savings Bonds chairman and Secretary of the U.S. Department of Housing and Urban Development, emphasized the benefits of savings bonds in his address at the rally. If lost, stolen, mutilated, or destroyed, bonds will be replaced free of charge upon request and will bear the original issue date. All Series EE savings bonds held at least five years after November 1, 1987, will earn the new market-based rate (85 percent of the average return on five-year marketable Treasury securities) and have a minimum guaranteed rate of 7.5 percent per year. This means that the bonds will double in value in 10 years or less. Also, older series E and EE bonds already owned and held until November 1, 1987, will get the same five-year market-based rate. Interest is exempt from state and local income tax, and the Federal income tax can be deferred until bonds are redeemed.

Staff members are reminded to use the convenient and voluntary payroll savings plan to buy bonds. It's easy and automatic. Simply fill out the authorization form provided by keyworkers. The money saved is never seen, and therefore, never missed. And with slow, steady saving, there'll soon be a bankroll to remember from a plan one can't forget.

Credit Union Holds Annual Meeting

The Library of Congress Federal Credit Union held its 49th annual meeting on March 27 at 3 p.m. in the Coolidge Auditorium. The meeting was called to order by Board of Directors president Peter Watters. The rules were read and adopted, and a motion was passed to suspend the reading of the minutes of last year's annual meeting. The election of board and committee members followed. The Nominating Committee had named Peter Watters, Kimberly Dobbs, and Jack McDonald, Jr., as candidates to the board and Hugh McNeil as a candidate to the Credit Committee. As there were no other nominees for Credit Union positions, it was moved and adopted that these people be elected by the unanimous consent of the assembly. The board subsequently met to elect its officers (see below).

The president, treasurer, and chairs of the Credit and Supervisory Committees then gave their reports, copies of which had been distributed to members before the meeting. Questions from the membership addressed such issues as loan rejections, categories of loans, and the loan delinquency rate. Credit Union treasurer Arthur Lieb discussed for the membership the organization's financial health and growth rate, noting that 1983 assets exceed $10 million for the first time and the decrease in expenses and increase in dividends paid in 1983 over 1982. The effective annual dividend yield was 7.46 percent.

These reports were interspersed with the awarding of door prizes to members. A video recorder went to Regene Ross of the Subject Cataloging Division, a color television set to Peter Bartis of the American Folklife Center, a microwave oven to Barbara Blackwood of the Position Classification and Organization Office, and a portable minicomponent system to George Hungerford of the Library Services Division.

At a subsequent meeting of the Board of Directors, Peter Watters was reelected board president, and directors Edward Knight, Kimberly Dobbs, and Joan Van Blake were elected vice president, treasurer, and secretary, respectively.

It has also been announced that Arthur Lieb, a member of the Credit Union board for 13 years, resigned on April 9. Mr. Lieb served as president in 1972 and, since 1973, as treasurer and executive

officer. Among his accomplishments were the design of the Credit Union's successful IRA program and its Clifford Trust Program, a unique savings/tax reduction device used to fund children's education. In 1973, his proposed four-day work week program for Credit Union employees was implemented. Mr. Lieb, a certified financial planner, was a frequent speaker on financial topics at Credit Union meetings and served on the Education Committee of the D.C. Credit Union League.

DeConcinis Speak on Child Care

At a meeting in February, Senator Dennis DeConcini and his wife Susan brought a message of spirited support for the efforts of the Library's Child Care Working Group to establish a day-care facility for young children of Library employees.

Katrina Arnhold, who chairs the labor-management Professional Policies Development Committee that is currently considering the working group's proposals, welcomed the DeConcinis and briefly recapped the events, including several surveys and years of planning, that have brought the working group to this stage in its efforts. The latest survey, conducted in January 1982, showed that more than 150 children of Library employees would use an onsite, employee-funded, and employee-managed day care center.

The Library's legislative liaison officer, Adoreen McCormick, introduced Susan DeConcini as the first speaker. Mrs. DeConcini, a professional social worker and child care advocate who has also worked with Meals on Wheels and Drug-Free Youth programs, described how her involvement with child care had grown out of an independent study she had been completing. "I jumped on a moving bandwagon," she said. That bandwagon led last month to the establishment of the Senate employees' day care center in the old U.S. Immigration Center.

Mrs. DeConcini described how the Senate center received strong bipartisan support, adding that people are not against child care, but do tend to think of it as "someone else's issue," and that this is the major stumbling block for efforts like those of the working group. Arrangements for adequate child care not only affect working parents, she said, but also have repercussions in the workplace, family, and eventually throughout society. "Where the family goes, society goes," she said, "and that affects all of us." Mrs. DeConcini emphasized that the Senate employees' request for support from the Senate was limited to donated space and start-up costs, after which the center would be run, and paid for, by the parents themselves. That would guarantee a high-quality program.

Senator DeConcini spoke next, saying that he had come to the conclusion long before the Senate center was established that working parents need child care and that centers near the workplace can be especially helpful for parents, particularly single parents, who must work out the logistics of getting their children to a center and themselves to work every day, especially when they work variable or irregular hours. Private studies have also shown that management benefits from increases in productivity and morale when they support work-site child care centers. For the employer, expenditures on child care are investments, and not usually large ones, in employee welfare and good public relations. The "experiment" of work-site day care is already being practiced by more than 500 private businesses and, in the Washington, D.C., area alone, by eight Federal agencies: the Departments of Labor, Education, Health and Human Services, Housing and Urban Development, the National Institutes of Health, the Goddard Space Flight Center, the National Bureau of Standards, and the Beltsville Agricultural Research Center.

The Senator concluded his remarks by describing the Senate center's scholarship fund, established to defray the high cost of child care and enable more employees to make use of the center. He encouraged the Library's working group to plan a similar fund. He announced that the Senate center was scheduled to open in February and would hold its first fundraiser in March. He added that they were and would remain open to the press in order to help promote the Senate's support, in practice and principle, of responsible social answers to working parents' urgent need for more child care choices.

Staff Activities

Folklife specialist **Carl Fleischhauer,** American Folklife Center, published a review of *If You Don't Outdie Me: The Legacy of Brown County* by Dillon Bustin in the March issue of the *Indiana Magazine of History.* The book describes Brown County, Indiana, and its county seat, Nashville, in the period between World Wars I and II. Mr. Bustin uses photographs by Frank M. Hohenberger, a long-time resident of Brown County, along with excerpts from his diaries to portray the lives, attitudes, and circumstances of his friends and other local citizens. *If You Don't Outdie Me* is available from Indiana University Press for $20 in hardback and $12.95, paperback.

Tao-tai Hsia, chief of the Far Eastern Law Division, was interviewed at his office several weeks ago for a Voice of America broadcast. The tape, made in

Mandarin Chinese, will be heard in China. The interview focused on two topics: the panel Dr. Hsia chaired at the annual meeting of the Association for Asian Studies (AAS) in March on recent Chinese legal developments and the *China Law Reporter,* of which he is the coeditor in chief. Dr. Hsia summarized the papers given at the AAS panel, covering constitutional, criminal, economic, and international law. He described the types of articles published in the *China Law Reporter,* which is the only journal published by the American Bar Association dealing exclusively with China and which concentrates on articles related to foreign trade laws.

Dr. Hsia was also recently invited to visit the campus of Stetson University College of Law, De Land, Fla. In addition to speaking to student groups and meeting with the faculty, he addressed the Inns of Court Banquet as the guest speaker on March 8. Dr. Hsia was given the Liberty Bell Award and talked about recent legal developments in the People's Republic of China.

Marlene C. McGuirl, chief of the American-British Law Division, was the guest speaker at the U.S. Department of Energy Attorney Seminar on April 9. Her topic was "Legal Research Techniques—Review and Update." She reviewed new developments in legal information retrieval both manually and through computer data bases and also explained the services and collections available in the Law Library of the Library of Congress.

Federal Library Committee/FEDLINK librarian **Bruce Miller** is the author of "Spreadsheet Models of Library Activities" in the spring issue of *Library Hi Tech.* The article describes how microcomputer-based spreadsheets work and includes illustrations and detailed explanations of five spreadsheets which were developed for and have been used by FEDLINK libraries to plan conversion projects.

Eugene Nabors, reference specialist in the American-British Law Division, was a guest speaker at the University of the District of Columbia Department of Media and Information Systems on March 19. He identified the primary sources needed to compile a legislative history and its importance. He answered many questions from faculty and students and discussed the experience he encountered in preparing his recent publication, *Legislative Reference Checklist: The Key to Legislative Histories from 1789–1903.* He also presented an autographed copy of his book to university professor Dawud Ziyad.

On March 10, **James P. Nichol,** Soviet research analyst in the Federal Research Division, delivered a paper at the mid-Atlantic Slavic conference held at Haverford (Pa.) College. His topic was "Demographic and Career Changes in the Soviet Elite, 1952–1984." On March 13, Dr. Nichol presented a paper on "Yugoslav Arms Industries and Exports" at the Strategy '84 conference sponsored by the International Strategic Studies Association and held in Washington, D.C. The paper on Yugoslavia will be included in *Arms Production in Developing Countries: An Analysis of Decision-Making,* edited by James E. Katz, to be published by D. C. Heath & Co. this year.

Eugenia V. Osgood of the Federal Research Division attended the 25th anniversary convention of the International Studies Association in Atlanta, Ga., during late March. She served as discussant on a panel on "Arms Control: Linkages and Processes" sponsored by the Military Studies Section of the association. She also delivered a talk on "Minimum Deterrence Revisited: Khrushchev's Pursuit of Nuclear Stability" on the panel, "How We Got Where We Are: The Evolution of U.S.-Soviet Relations."

Copyright Office policy planning advisor **Marybeth Peters** spoke in November and December to the New Jersey Patent Law Association on recent developments in copyright and before the Copyright and Literary Property Committee of the New York Bar Association.

Russell R. Ross, senior research analyst in the Federal Research Division, gave an oral presentation entitled "U.N. Negotiations on Afghanistan" at the Afghanistan Day Forum held in the Dirksen Senate Office Building on March 21.

Om Prakash Trikha, a senior national staff member in the Library's New Delhi field office, was elected vice president of the Indian Library Association during the 29th All India Library Conference held last December. Mr. Trikha was also named as an honorary fellow of the Indian Library Association and thereby honored for this distinguished services to the library movement in India over a long period of time.

William J. Welsh, The Deputy Librarian of Congress, was the 36th annual lecturer for Library Day 1984 at the University of Tennessee in Knoxville on April 5. Mr. Welsh spoke on "The Impact of Technology on Libraries" and accompanied his talk with a motion picture entitled "Preservation: An Investment in the Future," which was produced at the Library of Congress. The theme for the Library Day program was "The Classic Problem: Preserving Yesterday and Today for Tomorrow." Library director Don Hunt and associate director Aubrey H. Mitchell

accompanied Mr. Welsh to the Oak Ridge National Laboratory, where they were received by former Library intern Nancy P. Norton, library manager, ORNL Library System, and others at the facility.

Personnel Changes

Appointments: Edward Barnes, EEO Investigator/officer, GS-13, EO, 30717; Alba Johnson, preliminary cataloger, GS-5, Share Cat, 30881; Timothy Klein, reading room assistant for loose-leaf service, GS-4, LL AB, 40159; Kenneth Liberstein, research analyst, GS-7, FRD, 30089; Karen Pataky, nurse practitioner, GS-11, Health, 30989; Alexander Pohl, preliminary cataloger, Share Cat, GS-5, 30881; F. Vasilevsky, preliminary cataloger, GS-5, Share Cat, 30881.

Temporary Appointments: Anita Hibler, exhibit development specialist, GS-9, Exh, NP; Aldona Kamantauskas, library technician, GS-5, AFC, NP; Linda Keenan, secretary (typing), GS-6, Res, 30950.

Temporary Reappointments: Susan Baldwin, administrative secretary, GS-7, LL FE, 40197; Edna Susman, specialist in automated information resources, GS-12, CRS AIS, NP; George Willeman, vault/collection attendant, WG-3, M/B/RS, NP.

Resignations: Doris Templemon, CS; Terri Terra, FRD.

Marriage and Birth Announcements

Ruth Sievers, administrative and editorial assistant in the Decimal Classification Division, was married to Steven Hanft on March 17 in a ceremony at the Capital Children's Museum in Washington, D.C. Mr. Hanft is a budget analyst with the Peace Corps.

Suzanne and Dennis Socker are the parents of a daughter, Erica Marie, born March 28 at Holy Cross Hospital in Silver Spring, Md. Mrs. Socker is a cataloger in the Shared Cataloging Division and Mr. Socker works with the Naval Research Laboratory.

Items of Note

The Library of Congress Choral Society, under the direction of Dorothy Zeiset,will stage a choral version of "Fiddler on the Roof" on Wednesday, May 23, from 12 noon until 12:45 p.m. in the Coolidge Auditorium.

Assisting in the production will be pianists Pat Benson and Steve Hiser, choreographer Marilyn Hamilton, narrator Bill Williams, and, as soloists, soprano Linda Burgess, baritone George Hobart, and tenor Michael Katz.

The Target Series Job Information Fair held on April 10 was well attended. The Purpose of the fair was to provide employees interested in certain job series first-hand information on qualifications requirements, duties, application, and selection procedures. Employees who attended were asked to register, indicating which of the job series they were interested in. This information can now be used by the Affirmative Action and Staff Training and Development Offices to identify the clientele of the Target Series program and plan more effective support services for them in the future. Olive James, right foreground, chief of the Loan Division, Research Services, counsels some of the participants at the Information Fair.

Staff members are advised to request permission from their supervisors to attend any event which may last more than one-half hour.

Effective May 1, the Photoduplication Service can provide instant color passport and visa photographs. Appointments made 24 hours in advance are appreciated and can be made by calling ext. 75640. Fees are $10 for the first pair of photographs, and $5 for each subsequent pair of photographs.

Upcoming Event

Tuesday, May 8

The Special Interest Groups (SIGs) of the Library of Congress Professional Association will meet in the National Programs Conference Room for a discussion of the history of the card catalog. Staff members may attend on their lunch periods. The meeting is informal, and eating lunch during the discussion is encouraged. In room LM 605 from 12:10 until 12:40 p.m.

Affirmative Action Recruitment

The Affirmative Action Office initiated the affirmative action applicants' file. A Compucorp word processor was programmed with dBase II software to store applicant information by name, address, job series, sex, and race and to recall this data for the purpose of mailing out individual vacancy announcements. The data, which were based on a "Job Interest Form," were gathered from various sources, including the American Association for Affirmative Action, the University of the District of Columbia Job Fair, and the convention of the National Association for Equal Opportunity in Higher Education. Minorities and women constitute the major portion of the file. Recipients who completed and returned the form to the Affirmative Action Office receive a copy of each vacancy announcement in the area of their job interest. The Affirmative Action Office began mailing out vacancy announcements in September 1983. By the end of December, the office had distributed 4,045 vacancy announcements on 53 positions to the 735 applicants in the file. The effectiveness of the affirmative action applicants' file is measured in terms of the degree to which it increases the pool of applicants for potential selection. The method used to evaluate its effectiveness is to compare the names of those who actually applied for a vacancy with the names of those individuals in the file who received the vacancy announcement from the Affirmative Action Office. A sampling of five positions demonstrated that 82 (nine percent) of 870 applicants came from the file. The affirmative action applicants' file has even greater potential for the future.

During the past year, the Library significantly increased its efforts in affirmative action recruitment through numerous visits to university graduate schools. The visits generally followed one of two formats: minority job fairs or placement office-sponsored recruitment interviews or group meetings. Students were informed about the Library's total affirmative action efforts with special emphasis on the Graduate Cooperative Education Program and the affirmative action applicants' file. Institutions visited included the Hampton Institute, Harvard University, Howard University, the Massachusetts Institute of Technology, North Carolina A&T University, North Carolina Central University, Stanford University, the University of California at Berkeley, the University of California at Los Angeles, the University of Maryland, and Virginia State University.

Affirmative action recruitment was significantly boosted by a survey, conducted by the Affirmative Action Office, of minority enrollment in the nation's accredited library schools. A very high percentage of the schools (92 percent) responded. The survey showed that minority students make up 7.8 percent of the 8,670 students enrolled and pointed out those schools with the largest minority enrollments. Data from this survey provided guidance for determining onsite visitations for affirmative action recruitment.

Hispanic Employment Program

A part-time position (32 hours per week) for an Hispanic program coordinator was established in the Recruitment and Placement Office. The position was filled by an applicant formerly with the U.S. Department of the Navy Civilian Personnel Command, where she served as the Hispanic liaison in the Staffing and Recruitment Branch. A comprehensive program aimed at increasing the employment of Hispanics is being formulated.

Assistance to Handicapped Employees

The Staff Relations Office, which has responsibility for the program for handicapped staff members, provided assistance in a variety of areas including counseling on work-related or personal problems. The office provided interpreting service for hearing-impaired staff, referred individuals to other personnel services, and advised staff members on community placement and job placement or accommodations. The office assisted management in approximately 12 cases related to limited duty and worked closely with the Health Services Office for medical recommendations and the Recruitment and Placement Office for job skills assessment in determining the most efficient and effective course of action, including limited job restructuring, leave of absence for rehabilitation, temporary reassignment, permanent reassignment, applying for disability retirement, and separation with continuation of worker's compensation in cases of on-the-job injuries.

The Staff Relations Office received approximately 100 requests for interpreting services during the past year, representing a significant increase over the previous year. Interpreters were used for staff meetings, training classes, interviews, seminars, incentive awards ceremonies, and other special events. The office is in the process of selecting the coordinator for handicapped programs. The coordinator will be primarily responsible for providing a variety of counseling and advisory services to staff members and management to ensure that the specialized needs of this group are met. The office is drafting more specific guidelines on dealing with limited duty and disabling conditions affecting employment.

Validation of Selection Procedures

The Library's long term project to validate employment selection procedures, probably the most comprehensive personnel research efforts conducted in any government organization, neared completion this past

year. The effort was initiated by contract in 1981 with an extensive job analysis of nine positions (librarian, copyright specialist, computer specialist, technical information specialist, social science analyst, attorney, economist, foreign affairs specialist, and special police). After determining the skills, knowledges, and abilities to perform these nine positions, the contractor developed and validated a set of predictors to be used to determine to what extent various applicants possessed the previously identified skills, knowledges, and abilities needed to perform the tasks of the positions under study. The contractor has submitted its final report on the positions of special police personnel, and it is anticipated that a final report for the remaining positions will be submitted shortly. Included in the reports are data on the job analysis and job predictors and recommendations on selection procedures the Library should use to evaluate and select new staff members who apply for vacancies in these nine job series.

During this period, a contract was awarded to Psychological Services, Inc., to validate tests which are given to applicants from predominately clerical and technical support positions in 41 different occupational series. This contract is scheduled for completion in the near future.

Women's Program Office

Among activities carried out under direction from the Women's Program Office, achievements are noted in the areas of the Administrative Detail Program, data collection and analysis, recruitment, part-time employment, sexual harassment, staff programs and seminars, and women in management.

Administrative Detail Program

In the past 15 months, the Women's Program Office has sponsored two sessions of the Administrative Detail Program. Both sessions of the program offered an impressive increase in detail opportunities. There were 17 details provided in fiscal 1982, 20 details provided in fiscal 1983, and, beginning in March, there are 22 opportunities in the fiscal 1984 session.

The overall participant review for the 1983 program was quite positive, with staff members selected for the program noting that their expectations of the program had been met and a majority indicating that they would be interested in participating in the program again. Four briefings held this year for the participants were well received. These featured four Library managers who addressed the group on general administrative matters, selection procedures, financial management, and labor-management relations. Beginning in fiscal 1984, the Recruitment and Placement Office will handle selection procedures for the program.

Equal Employment Opportunity (EEO) Data Collection and Analysis

During this time period, the multiyear Affirmative Action Plan was approved and included the 1980 Work Force Utilization Analysis prepared by the Women's Program Office. Copies of the analysis were provided to each Library division. An automated program was developed to provide underrepresentation indexes, which in earlier years had been calculated manually. Econometric Research, Inc. (ERI), was engaged to review the Library's personnel data system and make recommendations related to the use of data for affirmative action planning purposes and the integrated payroll and personnel system recommended for purchase by the Automated Systems Office (ASO). This new ISI system will also be used to develop a comprehensive personnel information management system. As part of this overall system, information on personnel transactions will be provided by sex, race, and ethnic categories. Since it will take some time to develop the new system so that it is capable of providing this EEO data, ASO worked with the Women's Program Office to develop SAS programs that will enable us to access some of this data for completed fiscal years. Once the ISI package is fully operational, this information is expected to be available on a current basis as well.

Recruitment

The women's program officer represented the Library in recruiting for vacancies and for the Graduate Cooperative Education Program by visiting Albuquerque, N. Mex., and meeting with faculty representatives of the University of New Mexico and New Mexico Highlands University as well as the director of the area employment office of the Office of Personnel Management.

Part-Time Employment

In conjunction with the establishment of a Library of Congress regulation on part-time employment, the office prepared a statistical report on part-time employment at the Library between 1975 and 1982. (This report appeared in an appendix to the LC *Information Bulletin* on March 28, 1983, pp. 113–16.)

Sexual Harassment

A new Special Announcement on the subject of sexual harassment was issued to the staff on March 24, 1983. This revised, updated announcement was necessary because of changes in interpretation brought about by recent case law developments. The office directed the development of a course outline for a super-

visory training session on the subject of sexual harassment, to be introduced by the film "The Power Pinch," purchased for this purpose last year. In addition, a video tape was reviewed and purchased for possible use in the course.

Staff Programs and Seminars

The office sponsored two panel discussions open to staff members in the Library. "Drugs and the Family" was the topic of a program held April 27, 1983, which included as participants detective Steven Finkelberg of the D.C. Metropolitan Police Department, Raymon Noble, the Library's medical officer, and Barbara Wood, a psychologist. The program was moderated by Associate Librarian for Management Glen A. Zimmerman. On July 20, 1983, the staff training and development officer, Sylvia Cooke Martin, moderated a discussion on the subject, "Working Women: Coping with Career and Family." This program presented Sandra Butler, executive producer of WDVM-TV; Arnold Kahn, associate editor of *Psychology of Women Quarterly;* and Freddie L. Peaco, consumer and volunteer specialist with the National Library Service for the Blind and Physically Handicapped.

As a pilot effort, the office sponsored a one-day seminar for working parents with Stephan Segal, president of Resources for Parents at Work. Approximately 80 staff members requested selection for this session, and 20 were selected to represent the staff by such factors as grade level, family situation, department, and age of children. During the fiscal year, the office also issued two revised and updated resource lists of licensed day-care facilities near the Library's Capitol Hill buildings, and a special report on day care facilities for infants and children under age two was developed and published in the LC *Information Bulletin.*

Women in Certain Management Positions

In order to monitor the status of women in certain management positions, the Women's Program Office annually collects data from the departments on the numbers of men and women in each of the categories displayed below.

The following chart updates that included in the LC *Information Bulletin* for February 21, 1983 (p. 66). Unlike the automated data that makes up the Work Force Utilization Analysis, it includes data collected and calculated manually. Since this information is provided annually to the Women's Program Office by various departments of the Library, it is possible, for example, that in some years a department might have included vacancies in providing the total number for a particular job category. Similar charts have been printed in the LC *Information Bulletin* for the past few years. This year the records were reviewed to insure as much accuracy as possible, and, in several instances, corrections have been made.

Women in Management in the Library of Congress
Fiscal Years 1977–1983*

	1977		1978		1979		1980		1981		1982		1983	
	#	%F	#	%F	#	%F	#	%F	#	%F	#	%F	#	%F
Department Head	7	14	7	29	8	25	8	13	8	13	8	13	7	14
Deputy Head or equivalent**	13	23	21	14	29	24	20	25	24	33	23	35	24	37
Division Chief	73	16	97	29	95	31	92	31	95	29	97	24	93	22
Assistant Chief	56	20	62	26	62	27	53	28	51	31	59	34	67	38
Section Head	–	–	216	39	260	48	270	44	271	43	312	39	307	40
Executive Officer	–	–	–	–	–	–	8	13	8	25	7	43	8	50

*Total number of positions (#) reported by departments and the percentage of these positions filled by females (%F).
**As defined by the departments when asked for "Directors of Department Functions, Assistant or Associate Department Heads."

Women's Program Office
January 13, 1984

Equal Employment Opportunity Complaints Office

In January 1983, the EEO program of the Library was reorganized. As a result, the Equal Employment Opportunity Compliance Office was renamed the Equal Employment Opportunity Complaints Office. The reporting authority of the office was transferred from The Associate Librarian of Congress to The Deputy Librarian. Funding was authorized to increase the staff of the office with four EEO officers/investigators, one EEO counselor, and one full-time and one part-time support staff positions. All positions were approved for a period not to exceed three years.

At the end of September 1982, 41 informal and 82 formal complaints were pending in the office. From October 1982 through September 1983, the office received 134 new complaints, bringing the total to 257. (Thirty-two informal complaints became formal.) Of the 257 complaints, 79 were resolved at the counselor level, nine at the officer level, seven by the assistant chief, six by the chief, four at the complaints examiner level, one by The Associate Librarian, two by the Acting Librarian, one by The Librarian, and eight by the U.S. District Court. At the close of September 1983, there were 51 informal and 89 formal complaints pending. With the additional staff members, this backlog of cases should be eliminated over the course of three years.

Ongoing Programs

In addition to these new developments, established programs continued to contribute to the achievement of the goals and objectives of equal employment opportunity. Affirmative action fellowships, with stipends of up to $1,200 for career training and education, were awarded to 36 employees. Career counseling was provided to 352 employees in individual sessions, and many more were assisted through attendance at 22 career development seminars conducted by the Staff Training and Development Office. The application periods for 115 professional positions were held open for 30 days to facilitate affirmative action recruitment, and 11 positions were posted in the Target Series Program, with competition limited to eligible Library staff. The Library is currently exploring ways to increase the participation of minorities in the Target Series program.

Underrepresentation Analysis

An article on underrepresentation ("Underrepresentation Analysis for Fiscal Year 1984"), updating the Work Force Utilization Analysis published in 1983–85 Affirmative Action Plan, will be published in an upcoming issue of the LC *Information Bulletin*.

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